

MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION

DATA CODING OPERATOR

JOB DESCRIPTION

Employees in this job perform and oversee a variety of tasks where the operation of data coding equipment to convert data from source documents into computer input form is a substantial and/or essential part of the work.

There are four classifications in this job.

Position Code Title – Data Coding Operator-E

Data Coding Operator 5

This is the entry level. The employee performs a range of data coding assignments while learning the work methods and procedures.

Data Coding Operator 6

This is the intermediate level. The employee, with increased responsibility, performs a range of data coding assignments in accordance with well-defined instructions and guidelines.

Data Coding Operator E7

This is the experienced level. The employee performs a full range of data coding assignments and uses judgment in making decisions where alternatives are determined by established policies and procedures.

Position Code Title – Data Coding Operator-A

Data Coding Operator 8

This is the advanced level. The employee either functions as a lead worker overseeing the work of others or as a senior worker. Senior level employees consistently perform complex assignments beyond those expected at the experienced level which have been approved by Civil Service.

NOTE: Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

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Keys alpha-numeric and symbolic data from various source documents onto magnetic cards, tape or disk for input into the computer.

Operates computer terminal on-line to transmit data to or receive data from computer.

Selects and uses the appropriate codes and entry formats for the data being keyed.

Retrieves, deletes, updates and corrects data on computer files.

Proofreads for errors by re-keying to verify data or visually scanning data on video data terminal screen for accuracy; makes corrections as necessary.

Responds to inquiries by providing information retrieved from computer files.

Keeps records of work completed by logging in and logging out assignments.

Identifies diagnostic messages appearing on VDT screen and takes necessary action to correct conditions.

Sorts, batches, routes and/or codes mail and other documents.

Routes and distributes report to various departments.

Produces reports upon request by retrieving and printing data from computer files.

Refers to format notebook, equipment operating manuals and data coding operators' instructions as needed to complete assignments.

Files control records and work assignments.

Updates manuals and other references.

Performs related work as assigned.

Additional Job Duties

Data Coding Operator 8 (Senior Worker)

Regularly handles the most complex assignments in the work area.

Explains work instructions to data coding operators, adapting guidelines to the assignments as necessary.

Data Coding Operator 8 (Lead Worker)

Coordinates work by determining priorities, assigning work and overseeing the proper completion of the work.

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Resolves problems and answers questions for other workers in the unit.

Sets up and maintains office filing system and control records of incoming assignments and completed work.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the operation of data coding equipment such as VDT, key-to-tape or key-to-disk systems, microcomputers, printers, and peripheral equipment.

Knowledge of the use of codes and formats in the operation of keypunch and data coding equipment.

Knowledge of general record keeping and filing.

Ability to accurately and efficiently key encode alpha/numeric and symbolic data from source documents at a minimum of 9,000 keystrokes per hour (30 words per minute) required for some jobs.

Ability to understand and carry out instructions and guidelines.

Ability to learn to operate various data coding and peripheral equipment.

Ability to alphabetize, numerically rank, sort and batch documents.

Ability to work under stressful conditions.

Ability to communicate effectively.

Additional Knowledge, Skill and Abilities

Data Coding Operator 8 (Senior Worker)

Ability to determine the appropriate codes and most efficient formats for specific requests.

Ability to perform complex assignments as approved by Civil Service.

Data Coding Operator 8 (Lead Worker)

Ability to explain instructions and guidelines to others effectively.

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Ability to organize and coordinate the work of the unit.

Ability to prioritize the work of lower-level workers.

Ability to assign work to employees.

Working Conditions

None.

Physical Requirements

None.

Education

Educational level typically acquired through completion of high school.

Experience

Data Coding Operator 5

No specific type or amount of experience is required.

Data Coding Operator 6

One year of administrative support experience.

Data Coding Operator E7

Two years of administrative support experience, including one year equivalent to a Data Coding Operator 6, involving data coding/entry.

Data Coding Operator 8

Three years of administrative support experience, including two years equivalent to a Data Coding Operator 6, involving data coding/entry.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
DATACDOPR	Data Coding Operator

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Data Coding Operator-E	DATAOPRE	W41-002
Data Coding Operator-E	DATAOPRE	NERE-001
Data Coding Operator-A	DATAOPRA	W41-009
Data Coding Operator-A	DATAOPRA	NERE-004

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